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# **MONTHLY TECHNICAL PROGRESS REPORT**

**for the period**

**May 1 - May 31, 2003**

**Submitted  
to**

**U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105  
Attn: Peggy A. DeLaTorre, CO**

**Under Contract 68-R9-01-01**

**Submitted  
by**



**ASRC AEROSPACE  
CORPORATION**

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Greenbelt, MD 20770  
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# **EPA Contract No. 68-R9-01-01**

## **Superfund Records Management Support, Region 9**

May 2003 Technical Progress Report

TOAM: Elaine Chan

TOM: Patrick Gookin

### **I. TASK ACCOMPLISHMENTS**

#### **Task 1: Project Management**

##### **1.1 Manage the Task Order**

The monthly report was submitted to the TOAM on May 5.

The Prioritized Projects Report and Federal Facilities in Site Assessment Report were both submitted to the TOAM on May 14.

The Records Center Performance Measurement Reports were submitted to the TOAM on May 9.

The Contract Documents Indexing Progress Report was submitted to the TOAM on May 9.

The Contracts On-Site Box Storage Report was updated on May 5 and the Cost Package Documentation Index was updated on May 9.

The Cost Recovery Department CBI Circulation/Disclosure Reports was submitted to the EPA CBI Officer on May 28.

A RIM IV provided the current invoice for Records Center operations, including site-specific detail attachment, to the TOAM on May 7.

On May 13 the TOM and the RIM IV/Computer Support Supervisor met with the TOAM to discuss the reapportionment of labor charges for the San Gabriel Valley and MTBE Tuba City sites. The RIM IV completed the changes and submitted the revised site-specific detail attachments to the TOAM on May 21.

The TOM met with the TOAM on May 14 to review the monthly report and to verify the status of the Task Order.

The RIM IV/Assistant Manager completed the *Miscellaneous Special Collections Training Manual: Deletion Docket, Lien File, and Public Information Repository* on May 30 and submitted it to the TOAM.

Government-owned property inventory updates were submitted to the TOAM on May 16.

##### **Future Activities**

Monthly technical and financial reports will be delivered to the TOAM by the 10<sup>th</sup> of the month.

Records Center guidance materials will be created, or revised and updated as required.

Furniture and equipment will continue to be tracked for the semi-annual property inventory updates.

##### **1.2 Close-Out of the Task Order**

No work was performed under this task in this reporting period.

#### Future Activities

Close-out activities will be performed based on procedures established by the TOAM at the end of the performance period.

#### Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

##### 2.1 Organizing and Indexing

Staff indexed 2,644 documents and edited 6,914 index records in the Superfund Document Management System (SDMS) database for the following sites and collections:

ABCO METAL FINISHING  
ACTION PLATING  
ADIN TRANSFER STATION  
AERO PLATING  
AIR LOGISTICS CORP  
AIR FORCE PLANT  
ALAMEDA NAVAL AIR STATION  
ALARK HARD CHROME  
ALEMANY HOUSING PROJECT  
ALLIED CRANE INC  
ALLIED CHEM CORP EL SEGUNDO WORKS  
ALMANOR MANUFACTURING CO  
AMERICAN SMELTING & REFINING CO (ASARC)  
APACHE SERV LANDFILL  
APRA HARBOR NAVAL COMPLEX  
AQUATIC WEED CONTROL RESEARCH LAB  
ARATEX SERVICES  
ARIZONA ARGOCHEMICAL  
ARIZONA AIR NATIONAL GUARD  
BAILARD LANDFILL  
BAKER METAL SUPPLY CO INC  
BAKER PERFORMANCE CHEMICALS INC  
BARON BLAKESLEE INC  
BARRIGADA VILLAGE ABANDONED DUMP  
BARRY M GOLDWATER AIR FORCE RANGE  
BARSTOW DISPOSAL SITE  
BC LABORATORIES  
BEACON OIL CO REFINERY  
BIG CREEK PESTICIDE BLDG  
BILLITON EXPLORATION USA  
BISBEE-DOUGLAS INTERNATIONAL AIRPORT  
BKK CORP WILMINGTON TRANSFER STATION  
BKK SANITARY LANDFILL  
BLM-CACTUS GOLD MINES CO  
BLUEROCK MILLSITE  
BODIE MINE  
BRIDGEPORT MTN WARFARE TRAINING CTR USMC  
CALIFORNIA SEED & FERTILIZER  
CAMP ELLIOT  
CAMP PENDLETON MARINE CORPS BASE  
CASMALIA RESOURCES  
CHANDLER READY MIX  
CHEVRON CHEM CO  
CHEVRON CHEM CO ORTHO DIV-RICHMOND  
CHEVRON USA INC BAKERSFIELD REFINERY  
CHINA LAKE NAVAL WEAPONS STATION

CHOCOLATE MOUNTAIN AERIAL GUNNERY  
CIRCUIT SYS CO INC  
CLEVELAND NATL FOREST  
COACHELLA LANDFILL  
COAST WOOD PRESERVING  
COHERENT INC  
COMMERCE REFUSE TO ENERGY  
COMMODITY REFINING EXCHANGE  
COMMONWEALTH OF NM IS (CNMI HS LABS)  
CONCORD NAVAL WEAPONS STATION  
CONTINENTAL PLATING CO INC  
COOPER DRUM  
CORONADO NAVAL AMPHIBIOUS BASE  
CROWN ZELLERBACH CORPORATION  
DATELAND LANDFILL  
DEFENSE REUTILIZATION & MKTG REG-PAC  
DEFENSE FUEL SUPPORT POINT ESTERO BAY  
DEFENSE FUEL SUPPORT POINT NORWALK  
DEFENSE FUEL SUPPORT POINT OZOL  
DEFENSE FUEL SUPPORT POINT SAN PEDRO  
DEL MONTE CORP (OAHU PLANTATION)  
DEL REY DUMPSITE  
DENOVA ENVIRONMENTAL, INC  
DEPARTMENT OF DEFENSE HOUSING FACILITY  
DOME LANDFILL  
DOUGLAS CO SAN LANDFILL  
DRACON INDUSTRIES  
DUNCAN ENTERPRISES  
DUOLITE INTERNATIONAL  
E C KRAEMER  
EDWARDS AIR FORCE BASE  
EL CENTRO NAVAL AIR FACILITY  
EL PORTAL BARIUM TAILINGS  
EL CAPITAN QUARRY  
ELECTRITE CO INC  
EMPIRE MACHINERY CO  
ENVIROPUR/PRC  
EXXON CHEM CO - BAKERSFIELD BLEND  
FALLON NAVAL AIR STATION  
FEDERAL CORRECTIONAL INSTITUTE LOMPOC  
FERRO ENAMELING CO  
FLORENCE MILITARY RESERVATION  
FMC CORP SAN JOSE ORDNANCE PLANT  
FMC CORP AG CHEM DIV  
FMC CORP  
FORD AEROSPACE FACILITY  
FORD CITY BURN DUMP  
FORT KAMEHAMEHA DISPOSAL SITE  
FORT MACARTHUR  
FORT IRWIN NATIONAL TRAINING CTR  
FORT SHAFTER  
FRENCH CAMP SITE  
FRESNO AIR TERMINAL  
FRONTIER FERTILIZER

FULTON SHIPYARD  
G B F & PITTSBURG DUMPS  
GARRET GENERAL AVIATION SERVICES DIV  
GARRETT CORPORATION AIR RESEARCH  
GENERAL ELECTRIC CO (OAKLAND)  
GENERAL ELECTRIC CO TUCSON  
GENERAL ELECTRIC CO (LOS ANGELES)  
GEORGE AIR FORCE BASE  
GEOTHERMAL INC BUTTS CANYON RD FACILITY  
GERMAIN'S  
GIBRALTAR MINING CO  
GILA RIVER INDIAN RESERVATION  
GLENDALE LANDFILL  
GLOBE DIOXIN  
GOLDEN WEST REFINING CO  
GOLDEN GATE AVIATION  
GOLDEN FALCON CO  
GRANTSVILLE MINE  
GRIFFIN WHEEL DUMP  
GUYAUX LANDFILL  
H KRAMER & CO  
HALBERT'S LUMBER INC  
HAMILTON AIR FORCE BASE  
HASA CHEM INC  
HASSAYAMPA/LYNX CREEK ABANDONED MINES  
HAWTHORNE ARMY AMMUNITION PLANT  
HAWTHORNE ARMY AMMUNITION PLANT- NEW BOMB  
HELLYER PARK  
HENDERSON LANDFILL  
HESTON'S MARKET  
HEWLETT PACKARD  
HEWLETT PACKARD (MT VIEW)  
HEWLETT PACKARD AVANTEK  
HEWLETT PACKARD MANUFACTURING PRINTED CIRCUITS  
HEWLETT PACKARD CICO DIV  
HICKAM AIR FORCE BASE  
HONEYWELL PHOENIX  
HUGHES AIRCRAFT CO (VILLAGE)  
HUGHES AIRCRAFT CO (ARTESIA)  
HUGHES AIRCRAFT SANTA MONICA  
HUGHES AIRCRAFT CO (ANAHEIM)  
HUGHES AIRCRAFT CO (ANAHEIM 2)  
HUGHES AIRCRAFT CO (FULLERTON)  
HUGHES AIRCRAFT CO (SANTA FE SPRINGS)  
HUGHES HELICOPTERS INC  
HUGHES AIRCRAFT CO (GILBERT)  
HUGHES AIRCRAFT CO (RAYMER)  
HUGHES AIRCRAFT CO USAF PLANT  
INDIAN BEND WASH AREA  
INMONT CORP  
IRON MOUNTAIN MINE  
JET PROPULSION LABORATORY  
JOHN TAYLOR FERTILIZER (YUBA)  
K & L PLATING - PEARMAIN

KAHOOLAWE ISLAND  
KAISER EAGLE MOUNTAIN  
KALICO LANDFILL #2  
KAUAI TEST FACILITY  
KERN VALLEY SANITARY LANDFILL  
KESWICK SUBSTATION  
KLAU MINE  
KOPPERS CO, INC (OROVILLE PLANT)  
KURE ATOLL, US COAST GUARD  
L E MYERS  
L&M PLATING COMPANY (902 72ND AVE, OAKLA  
LAKE CHABOT LANDFILL  
LAND PARCEL  
LARGENT H M CO INC  
LASSEN NATL FOREST  
LAVA CAP MINE  
LAWRENCE BERKELEY LABORATORY  
LAWRENCE LIVERMORE NATL LAB (EAST AVE)  
LOMPOC PLATING SITE  
LONG BEACH NAVAL SHIPYARD  
LONG BEACH NAVAL AIR STATION  
LORENTZ BARREL & DRUM CO  
LOUISIANA PACIFIC CHICO  
LUKE AIR FORCE BASE  
MAKUA MILITARY RESERVATION ORDN DISP  
MANCO PLATING  
MANEY AIRCRAFT PARTS INC  
MANNING METAL PRODUCTS  
MARATHON CARTAGE  
MARCH AIR FORCE BASE  
MARE ISLAND NAVAL SHIPYARD  
MARINA PLAYA EXECUTIVE PARK  
MARINE CORPS BASE HAWAII  
MARINSHIP  
MATHER AIR FORCE BASE  
MCCLELLAN AIR FORCE BASE  
MCCORMICK & BAXTER CREOSOTE  
MCDONNELL DOUGLAS AIRCRAFT TORRANCE  
MCDONNELL DOUGLAS AIRCRAFT FACILITY  
MCDONNELL DOUGLAS AIRCRAFT SANTA MONICA  
MCDONNELL DOUGLAS CORP HUNTINGTON BEACH  
MEMOREX  
MEW STUDY AREA  
MGM BRAKES  
MICREL WAFER FAB (ADVANCED LSI)  
MIDDLE MTN SILVEX  
MIRAMAR NAVAL AIR STATION  
MOBIL CHEMICAL COMPANY  
MODESTO GROUND WATER CONTAMINATION  
MODOC NATL FOREST  
MOFFETT NAVAL AIR STATION  
MOJAVE BURN DUMP  
MONTROSE CHEMICAL CORP  
MOTOROLA, INC (52ND STREET PLANT)

MT HEBRON WORK CENTER  
MTBE TUBA CITY  
MTN MARTEL ANG RADIO RELAY SITE  
MYERS DRUM #1  
NARCOTICS TASK FORCE LABORATORY  
NASA AMES RESEARCH CTR  
NATIONAL MARINE FISHERIES SERV  
NAVAJO DEPOT ACTIVITY  
NAVAL AIR STATION AGANA  
NAVAL IND RESERVE ORD PLANT  
NAVAL SUPPLY CENTER ALAMEDA ANNEX  
NAVAL SUPPLY CENTER PT MOLATE  
NAVAL FACIL GUAM  
NAVAL FACILITY CENTERVILLE BEACH  
NAVAL MAGAZINE LUALUALEI  
NAVAL SUBMARINE BASE SAN DIEGO  
NAVAL INDUSTRIAL RES ORDNANCE PLANT(POMO)  
NAVAL INDUSTRIAL RES ORDNANCE PLANT(SUNN)  
NEC  
NEEDLES DISPOSAL SITE  
NELLIS AFB  
NEVILLE CHEM CO  
NEWMARK GROUNDWATER CONTAMINATION  
NINETEENTH AVENUE LANDFILL  
NIPTON UNAUTHORIZED LANDFILL  
NORWALK DUMP  
OAKLAND NAVAL SUPPLY CENTER ALAMEDA FAC  
OAKLAND CITY OF HOUSING AUTHORITY  
OAKPORT DEVELOPMENT SITE  
OCCIDENTAL CHEM CO (LATHROP)  
OLD HANFORD CITY DUMP  
OMEGA CHEMICAL CORP  
ONIZUKA AIR FORCE STATION 6594 ABS/CC  
OPERATING INDUSTRIES, INC LANDFILL  
ORDOT LANDFILL  
OSAGE INDUSTRIES  
OTTOS FOREIGN AUTO SALVAGE  
PACIFIC AIRMOTIVE OAKLAND AIRPORT  
PACIFIC POLISHING  
PACIFIC RECYCLING ENTERPRISES  
PACIFIC STATES STEEL  
PACIFIC MISSILE TEST CTR  
PALOS VERDES LANDFILL  
PARAFLEX MACHINE & TOOL CO  
PEABODY COAL CO KAYENTA MINE SITE  
PEABODY COAL CO BLACK MESA MINE SITE  
PEARL HARBOR NAVAL COMPLEX  
PEMACO MAYWOOD  
PERCHLORATE DOCUMENTS  
PG&E GAS PLANT FRESNO 325 3A  
PG&E GAS PLANT SACRAMENTO 206  
PG&E GAS PLANT WOODLAND  
PG&E POTRERO POWER PLANT  
PG&E GAS PLANT LOS GATOS



PG&E GAS PLANT WATSONVILLE 408 8  
PG&E GAS PLANT STOCKTON  
PG&E GAS PLANT SAN JOSE 408 5  
PHELPS DODGE DOUGLAS REDUCTION  
PHIL'S BURGER & DRUMS  
PHOENIX GOODYEAR AIRPORT AREA  
PLAYA VISTA  
POLYMER DEVELOPMENT LABS #2  
PORT HUENEME NAVAL CONSTR BATTALION CTR  
PORTSMOUTH NAVAL HOUSING AREA  
POWERINE OIL CO  
PRAXAIR  
PRC PATTERSON  
PRECISION ANODIZING AND PLATING  
PROCTOR & GAMBLE  
PUERCO RIVER SITE  
PUREGRO CO HEBER  
PUREGRO CO UNIT 127  
R&R INDUSTRIAL WASTE HAULERS INC  
RALPH GRAY TRUCKING CO  
RAN ROB INC  
RIO TINTO COPPER MINE  
RIVERBANK ARMY AMMUNITION  
RIVERSIDE CO DUMP  
SALTON SEA TEST BASE  
SAN BERNARDINO CTY LANDFILL APPLE VALLEY  
SAN DIEGO NAVAL SUPPLY CENTER  
SAN DIEGO PUBLIC WORKS CENTER  
SAN DIEGO NAVAL STATION  
SAN GABRIEL VALLEY (AREAS 1-4)  
SAN DIEGO NAVAL TRAINING CENTER  
SAN DIEGO FLEET ANTI SUB WTC  
SAN DIEGO MC RECRUIT DEPOT  
SANTA FE PACIFIC PIPELINE PARTNERS  
SEAL BEACH NAVAL WEAPONS STATION  
SEARCHLIGHT LANDFILL  
SELMA ELECTRO PLATING  
SEQUOIA & KINGS CANYON NP  
SHARPE ARMY DEPOT  
SHASTA TRINITY NATIONAL FOREST  
SHAVER LAKE LANDFILL  
SHELL BIOLOGICAL (DEVELOPMENT INC)  
SIERRA NATIONAL FOREST  
SIERRA PACIFIC INDS CHICO  
SIERRA ARMY DEPOT  
SIMPLOT  
SINCLAIR PAINT CO  
SISKON MINE  
SIX RIVERS NATIONAL FOREST  
SOILSERV INC SOLEDAD  
SOILSERV INC KING CITY  
SOLOMONS MINES INC (WRG)  
SOUTH BAY ASBESTOS AREA  
SOUTHERN CALIFORNIA EDISON (VISALIA POLE

SOUTHWEST PHOTO CHEM  
STANISLAUS NATIONAL FOREST  
STATELINE DUMP SITE  
STAUFFER CHEMICAL COMPANY  
STAUFFER CHEM CO RICHMOND  
STAUFFER CHEM CO DOMINGUE  
STOKER COMPANY  
STOLLER, INC  
STORED TRANSFORMER PCB  
STRINGFELLOW  
SUPERCHROME PLATING  
SWANSEA SITE  
TAMCO  
TELEDYNE MEC  
TELEDYNE SINGER  
TEXACO SECTION 8 GAS PLANT  
THORO SYSTEMS PRODUCTS NEWARK  
TITSWORTH UNAUTHORIZED DUMP  
TRANSAMERICA DELAVAL INC ENG & COMPR DIV  
TRAVIS AIR FORCE BASE  
TREND CIRCUITS  
TRIGON CORP  
TRINKLE & BOYS AG FLYING  
TRIPLER ARMY MEDICAL CENTER  
TSE BRAKES  
TUCSON INTERNATIONAL AIRPORT AREA  
TUSTIN MARINE CORPS AIR STATION  
TWENTYNINE PALMS MCAGCC  
UNION OIL CO OF CA LOS ANGELES REFINERY  
UNISYS (SANTA CLARA)  
UNITED STATES POSTAL SERVICE  
UNIVERSAL CIRCUITS INC  
UNOCAL ORCUTT TANK FARM TRACT #12631  
UPPER MIDDLE PARK CANYON  
US CUSTOMS SERVICE LAB  
US FOREST SVC BLACK BOB MINE  
US POSTAL SVC  
US FOREST SVC DRINKWATER GULCH MINE  
US COAST GUARD OMEGA STATION  
US NAVY NWS SEAL BEACH POMONA ANNEX  
US FOREST SVC GOLDEN JUBILEE MINE  
US GEOLOGICAL SURVEY  
US POLYMERIC  
USCG BASE HONOLULU  
USCG CAMSPAC SAN FRANCISCO  
USDA, ARS  
USDA SANTA RITA EXP RANGE  
USVA MEDICAL CENTER PRESCOTT  
USVA MEDICAL CENTER MENLO PARK  
UTAH TEST & TRAINING RANGE  
VALLEY WOOD PRESERVING INC  
VAN DER HORST CORPORATION OF AMERICA  
VERDESE CARTER PARK  
VETA GRANDE MINING CO

VETERANS ADMINISTRATION MCWLA  
VICTORY MILLSITE (A&W SMELTER)  
VOLVO WHITE TRUCK  
WAIAKEA POND/HAWAIIAN CANE PRDTS PLANT  
WAIAWA GULCH  
WALKER MINE  
WASTE DISPOSAL INC  
WATTS AG AVIATION  
WEIMEYER CORPORATION  
WESTERN PACIFIC RAILROAD CO  
WESTERN COLLOID  
WESTERN AREA PWR ADMIN TRACY PUMP & SUB  
WESTERN DIGITAL CORPORATION  
WESTINGHOUSE ELECTRIC CORP (SUNNYVALE)  
WHITEHORSE LANDFILL  
WILBUR & ELLIS FRESNO  
WILCO LANDFILL  
WILLIAMS AIR FORCE BASE  
XEROX CORP FACILITY SANTA ANA  
YUMA, CITY OF  
YUMA PROJECTS OFFICE USDI

Librarian IVs eliminated the indexing backlogs of the following sites this month:

AMCO CHEMICAL  
MARE ISLAND NAVAL SHIPYARD  
STRINGFELLOW

The site assessment Librarian IV received 3.3 lft. of new documents, of which 2.3 lft. were federal facilities documents, and processed 13 new sites. In addition, 1.3 inches of NPL Docket material were received.

Staff shifted approximately 174.8 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 3 site files, reorganizing, purging of duplicate documents, and revising the indexing on SDMS when needed.

At the request of the TOAM, the site assessment Librarian IV pulled files for 12 site assessment sites and 26 Federal Agency Hazardous Waste Compliance Docket facilities for Environmental Protection Specialist Philip Armstrong.

At the request of the TOAM, the site assessment Librarian IV indexed and foldered .6 lft. of Playa Vista documents for Site Assessment Manager Dawn Richmond.

At the request of the TOAM, a Librarian IV indexed 251 documents for the PRC Patterson site file, so that a complete site file index could be generated for EPA attorney Andrew Helmlinger.

In May Librarian IVs met with EPA staff to discuss indexing requirements for the FEMA disaster response records and the Motorola, Inc (52<sup>nd</sup> St Plant) and MTBE Tuba City sites.

On May 13 Records Center staff met with the TOAM and EPA Grantee Tom Merritt to discuss organization of the Chemical Emergency Preparedness and Prevention (CEPP) files.

The site assessment Librarian IV worked 7 hours on the Oil Facility Response Plans collection, interfiling update pages into documents already on the shelf and processing newly received

documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS database.

Staff will organize and index into SDMS files for the MTBE RCRA sites.

2.2 Document Pick-up, Processing, File Management, and Storage

13.7 lft. of documents were collected from 75 Hawthorne. A total of 12 Transfer of Records forms was processed.

3.8 lft. of documents were retrieved from off-site storage at the FRC.

93 lft. of records for 4 new accessions were sent to the FRC in San Bruno in May.

Document Processing staff processed documents (including removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the Lava Cap Mine Administrative Record (3.8 lft.).

Staff performed quality assurance on .2 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were all updated on May 19.

Staff checked .2 lft. of unindexed Phoenix Goodyear Airport Area documents for possible duplication with documents already in the site file or sent to the FRC.

Future Activities

Staff will continue to work on the organization, verification, and retirement of material in the Box Storage Department.

The Document Processing RMS III and Information Aide will continue to process files, shelve, and retrieve documents. They will also continue to check new documents for possible duplication with records already received and indexed in the site files.

Staff will prepare 47.5 lft. of Contracts Management Records files, 35 lft. of Cost recovery documentation files, and 3.8 lft. of Perchlorate Collection files for retirement to the FRC.

2.3 Scanning

SDMS Team members scanned and quality assured documents for the following sites/collections.

After scanning, the documents were forwarded for retirement to the FRC:

ALARK HARD CHROME (4 documents) (817 pages)

AMCO CHEMICAL (13 documents) (87 pages)

ARCS-68-W9-0031 (10 documents) (188 pages)

ARCS-68-W9-0054 (135 documents) (28,711 pages)

ATLAS ASBESTOS MINE (2 documents) (64 pages)

CASMALIA RESOURCES (74 documents) (148 pages)

COALINGA ASBESTOS MINE (1 document) (48 pages)

CONCORD NAVAL WEAPONS (3 documents) (6 pages)

DEL NORTE PESTICIDE STORAGE (1 document) (2 pages)

DEL AMO FACILITY (11 documents) (159 pages)

DEL MONTE CORP (OAHU PLANTATION) (1 document) (1 page)

DENOVA ENVIRONMENTAL, INC. (33 documents) (339 pages)

FORD CITY BURN DUMP (96 documents) (467 pages)

FRONTIER FERTILIZER (1 document) (5 pages)

INDIAN BEND WASH AREA (5 documents) (19 pages)  
 IRON MOUNTAIN MINE (14 documents) (51 pages)  
 JASCO CHEMICAL CORP (8 documents) (1,718 pages)  
 JIBBOOM JUNKYARD (41 documents) (976 pages)  
 KOPPERS CO, INC (OROVILLE PLANT) (8 documents) (22 pages)  
 LAVA CAP MINE (3 documents) (103 pages)  
 LAWRENCE BERKELEY NATIONAL LABORATORY (9 documents) (43 pages)  
 LEMCO INC. (17 documents) (429 pages)  
 LORENTZ BARREL & DRUM CO (95 documents) (650 pages)  
 MCCORMICK & BAXTER CREOSOTE (13 documents) (229 pages)  
 MEW STUDY AREA (7 documents) (787 pages)  
 MGM BRAKES (5 documents) (75 pages)  
 MODESTO GROUND WATER CONTAMINATION (1 document) (1 page)  
 MONITOR PLATING (42 documents) (2,966 pages)  
 MONTROSE CHEMICAL CORP. (117 documents) (338 pages)  
 MOTOROLA, INC (52ND STREET PLANT) (138 documents) (2,380 pages)  
 MTBE TUBA CITY (308 documents) (2,444 pages)  
 OMEGA CHEMICAL (23 documents) (54 pages)  
 OPERATING INDUSTRIES, INC LANDFILL (162 documents) (4,309 pages)  
 PEMACO MAYWOOD (20 documents) (905 pages)  
 PERCHLORATE DOCUMENTS (185 documents) (800 pages)  
 PHIL'S BURGER & DRUMS (53 documents) (391 pages)  
 PHOENIX GOODYEAR AIRPORT AREA (17 documents) (51 pages)  
 SAN FERNANDO VALLEY (POLLOCK UNIT) (1 document) (11 pages)  
 SAN FERNANDO VALLEY (GLENDALE UNIT) (76 documents) (600 pages)  
 SAN FERNANDO VALLEY (HOLLYWOOD UNIT) (53 documents) (594 pages)  
 SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) (250 documents) (2,074 pages)  
 SAN FERNANDO VALLEY (BURBANK UNIT) (119 documents) (1,300 pages)  
 SAN GABRIEL VALLEY (AREAS 1-4) (47 documents) (1,189 pages)  
 SINA CHEMTRANS (8 documents) (21 pages)  
 SOUTH BAY ASBESTOS AREA (5 documents) (26 pages)  
 SOUTHWEST PHOTO CHEM (1 document) (2 pages)  
 STRINGFELLOW (206 documents) (7,063 pages)  
 SULPHUR BANK MERCURY MINE (45 documents) (1,284 pages)  
 TUCSON INTERNATIONAL AIRPORT AREA (33 documents) (5,462 pages)  
 TYPHOON CHATA'AN (1 document) (34 pages)  
 VALLEYWOOD PRESERVING INC (10 documents) (232 pages)  
 WASTE DISPOSAL, INC (4 documents) (1,344 pages)  
 WATKINS-JOHNSON CO (STEWART DIV) (2 documents) (6 pages)  
 WESTERN PACIFIC RAILROAD CO (1 document) (1 page)  
 WESTINGHOUSE ELECTRIC CORP (SUNNYVALE) (1 document) (4 pages)

#### Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS system and forward them for retirement to the FRC/NARA.

## 2.4 SCAP Support and WasteLAN Data Entry

Staff received and indexed 3 SCAP accomplishment documents and entered the document IDs into the WasteLAN database. The completed SCAP route slips were returned to the EPA WasteLAN Coordinator.

#### Future Activities

Staff will continue to collect and index SCAP accomplishment documents, and enter the SDMS document IDs into the WasteLAN database.

## 2.5 Financial Documentation/Cost Recovery Packaging

Thirteen Financial Cost Documentation Packages for the following sites were processed through the Program copy:

- COAST WOOD PRESERVING (SSID 45)
- DEL MONTE CORP (OAHU PLANTATION) (SSID AG)
- ENVIROPUR/PRC (SSID DF)
- INDIAN BEND WASH AREA (SSID 20)
- INDIAN BEND WASH AREA (SSID 2J)
- INDIAN BEND WASH AREA (SSID 2K)
- INDIAN BEND WASH AREA (SSID 2N)
- MODESTO GROUND WATER CONTAMINATION (SSID J4)
- NINETEENTH AVENUE LANDFILL (SSID 05)
- PHOENIX GOODYEAR AIRPORT AREA (SSID R8)
- SOLOMONS MINES INC (WRG ) (SSID HM)
- SOUTHWEST PHOTO CHEM (SSID FN)

Cost Recovery Department staff scanned 465 documents into the SCORPIOS system. Total scanning hours: 35.

### Future Activities

Cost Packages and Cost Summaries will be processed as directed by the TOAM.

## 2.6 Recycling and Shredding

At the request of EPA staff, staff shredded/recycled 10.3 lft. of documents.

### Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

## Task 3: Reference, Circulation, Search, Retrieval of Documents Onsite or at FRC/NARA, and CD-ROM Production

Staff processed 110 requests for documents, performing 253 database searches in SDMS, and providing 1,954 documents for EPA staff and other requesters.

Twenty-five indices were generated in electronic, diskette, CD-ROM, or paper format by Circulation staff at the request of EPA staff or members of the public.

### Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and generate site file indices from the SDMS database.

## 3.1 Freedom of Information Act (FOIA)

Staff provided 17.25 billable hours of FOIA support by providing documents in paper, diskette, CD-ROM or electronic formats for 12 requests for the following sites:

- APRA HARBOR NAVAL COMPLEX
- BARBERS POINT NAVAL AIR STATION
- COOPER DRUM
- DALEY CORP
- FORT ORD
- JET PROPULSION LABORATORY
- KARLSON MACHINE WORKS
- KERR-MCGEE CHEM CORP
- LONG BEACH NAVAL STATION
- LONG BEACH SHIPYARD
- PLAYA VISTA
- PRECISSI FLYING SERVICE

SAN GABRIEL VALLEY  
STAUFFER CHEM CO SAN JOSE  
THUNDERBOLT WOOD TREATING CO  
WAIAKEA POND/HAWAIIAN CANE PRDTS PLANT

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and photocopying or providing information electronically as required.

3.2 Photocopy and Redaction Service

Staff copied on-site a total of 4,755 non-FOIA-related pages for EPA and other requesters and sent approximately 334 pages off-site to a copy service. In addition, staff printed 377 pages from SDMS.

At the request of EPA attorney Elizabeth Cox, 56 documents from the Ford City Burn Dump site were redacted in support of a FOIA response.

At the request of EPA staff, 5 documents from the Commonwealth of NM Islands (CNMI HS Lab), Denova Environmental, Inc., Ford City Burn Dump, and Klau Mine sites were redacted in preparation for the upcoming ARs.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.3 CD-ROM Service

Staff fulfilled 57 requests for documents on CD-ROMs. A total of 128,340 pages was transferred to CDs. Collections were provided for the following sites or collections:

ABANDONED URANIUM MINES PROJECT  
AEROJET GENERAL CORP (RANCHO CORDOVA)  
CASMALIA RESOURCES  
DEL MONTE CORP (OAHU PLANTATION)  
IRON MOUNTAIN MINE  
KLAU MINE  
MONTROSE CHEMICAL CORP  
MOTOROLA, INC (52ND STREET PLANT)  
NAVAJO NATION URANIUM MINES  
OPERATING INDUSTRIES, INC LANDFILL  
PERCHLORATE COLLECTION  
SAN GABRIEL VALLEY, SOUTH EL MONTE OU  
TUCSON INTERNATIONAL AIRPORT AREA

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.4 Submittal of RODs, ESDs, and ROD Amendments to EPA Headquarters

No work was performed under this task this reporting period.

Future Activities

Staff will collect and scan RODs, ESDs, and ROD Amendments for quarterly submittal to EPA Headquarters on compact disk.

Task 4: Administrative Records (ARs) and Special Collections Management

In May, Records Center staff met with the TOAM and EPA staff to conduct kick-off meetings for the Commonwealth of Northern Mariana Islands (CNMI HS Labs), Denova Environmental, Inc., Ford City

Burn Dump, Klau Mine, and Sulphur Bank Mercury Mine administrative records. Indexing requirements and scheduling issues were resolved so that initial work on these projects could begin.

Work-performed compilations for the following sites were created or updated:

ATLAS ASBESTOS MINE (SSID 34)  
SAN FERNANDO VALLEY (AREA 1 & ALL AREAS) (SSID L6)  
McCOLL (SSID 04)  
MOTOROLA, INC (52<sup>ND</sup> STREET PLANT) (SSID BE)  
OPERATING INDUSTRIES, INC LANDFILL (SSID 58)

Future Activities

Administrative Records and other special collections will continue to be compiled and mailed to designated repositories as directed by the TOAM.

Work-performed compilations will continue to be compiled as directed by the TOAM.

4.1 Microfilm and Electronic Media Management

Silver master microfilm rolls for the Indian Bend Wash North AR were sent for technical inspection on May 8.

Future Activities

ARs and special collections will be sent to be microfilmed at the direction of the TOAM.

Microfilm will be sent for methylene blue testing and technical inspection as filmed ARs or special collections are completed and received.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

The TOM requested and received approval for purchase of: label protectors from DEMCO, Inc. on May 15; a rolled document container from The Container Store on May 16; and conflict management reference materials from SkillPath Seminars on May 27.

The RIM IV/Head Indexer continued to train three Librarian IVs who have begun indexing within the last five months. Their indexing is reviewed by the Head Indexer to ensure that it conforms to the Records Center quality assurance program.

The RIM IV/Circulation Supervisor conducted training sessions for two Information Specialist II/Circulation Assistants on database searching and on the use and maintenance of the Holdings database, in accordance with the Records Center quality assurance training program.

Future Activities

Staff meetings will be conducted by the TOM.

The TOM will continue to prioritize work and assign tasks as directed by the TOAM, and will ensure that equipment and supplies are well-stocked and in working order.

Training for new staff will be conducted in accordance with the Records Center quality assurance training program.

Task 6: Training and Orientation

At the request of the TOAM, on May 1 and 2 Records Center staff gave 20 attendees of the EPA National Records Management Conference tours of the Records Center. The visitors were given copies of the Telephone Numbers Bookmark and the Orientation Highlights handout.

Future Activities

Training, orientation, and tours for EPA staff, other support contractors, and other interested individuals will be conducted as directed by the TOAM.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Facilities and Information Resources Management Branch (FIRM) for



off-site storage (at Richmond Labs) on May 21.

The RIM IV/Computer Support Supervisor assisted EPA staff person Nadia Holan with technical problems relating to SDMS on May 13.

At the request of the TOAM an IS III installed SDMS for EPA staff member Penny McDaniel and Joan Simmons on May 12 and May 25 respectively.

At the request of the TOAM, the RIM IV/Computer Support Supervisor researched and submitted recommendations for purchasing anti-virus software for the Records Center server on May 19.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

- Aerojet General Corp, Western Groundwater OU AR
- Apache Powder Co Remedial Action AR
- Casmalia Resources, Non-Time-Critical Removal AR
- Del Monte (Oahu Plantation) Remedial Action AR
- Klau Mine Removal Action AR (update)
- Montrose Chemical Corp/Del Amo, Dual Site Groundwater OU AR (update)
- Omega Chemical Corp, Non-Time-Critical Removal AR
- Palos Verdes Shelf Removal Action AR (update)
- Saipan Capacitors, RCRA 7003 Administrative Order AR
- San Gabriel Valley, Alhambra (Area 3) OU AR
- Sulphur Bank Mercury Mine, Geothermal Removal Action AR
- Waste Disposal, Inc, Soil & Subsurface Gas OU AR

#### Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to IRM for off-site storage.

Staff will continue to post Administrative Record indices, introductions, lists of acronyms for Region 9 ARs on the Internet.

#### Task 8: Attend Meetings and Teleconferences

Six Records Center staff attended the EPA National Records Management Conference, May 1 and 2. Summary reports were provided to the TOAM on May 13

The TOM attended a national Superfund Records Manager/SDMS Workgroup teleconference meeting on May 21.

#### Future Activities

Staff will attend a national Superfund/SDMS teleconference meeting in June.

## II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered in this reporting period.

## III. PERSONNEL ACTION

No personnel action was taken in this reporting period.

## IV. SUMMARY OF TECHNICAL DIRECTION

The TOAM utilized *Express Link* Work Request forms to submit direction for 37 new projects. In addition, the TOAM submitted 10 requests for information or support in person, via telephone, or via E-mail.

Superfund Records Management Support, Region 9 (Contract #68-R9-01-01)

May 2003

New File Footage

New Files Received	Footage	Year to Date
2,567	28.43 LFT	258.88 LFT

Inventories

Records Surveyed	Year to Date
33.97 LFT	484.65 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
93 LFT	0	0	362 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
80	1	0	0	20	0	0	2	103